



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

20 April 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-21

1. This CIL contains information on the following:
 - a. Central Contractor Registration,
 - b. Class Deviation to Written Acquisition Plans for Certain Security Assistance Procurements, and
 - c. Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Acquisitions.
2. Central Contractor Registration.
 - a. Reference memo, SARD-PP, 10 April 1998, SAB (encl 1).
 - b. This memo provides additional instructions for implementing Central Contractor Registration (CCR). CCR is now effective for award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement resulting from a solicitation issued after 31 May 1998.
3. Class Deviation to Written Acquisition Plans for Certain Security Assistance Procurements.
 - a. Reference memo, SARD-PP, 18 March 1998, SAB (encl 2).
 - b. Class deviation number 98-DEV-2 waives the requirement for a written acquisition plan for security assistance procurements when the direction of the foreign customer has the effect of requiring the use of other than competitive procedures or the procurement is for an item of standard Army material. This deviation authority will remain in effect until 15 March 2000. For additional information, contact Alan Schantz at DSN 367-6227.

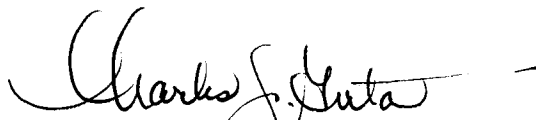
AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 98-21

4. Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Acquisitions.

a. Reference memo, SARD-PP, 18 March 1998, SAB (encl 3).

b. Class deviation number 98-DEV-3 provides authority to deviate from dollar threshold of DFARS 207.103(c)(i)(A) as set forth in the attached memo. This deviation authority will remain in effect until 15 March 2000. For additional information, please contact Alan Schantz at DSN 367-6227.



3 Encls
as

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

APR 15 1998

10 APR 1998

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Central Contractor Registration

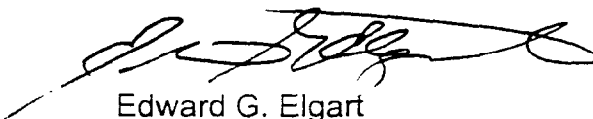
This memorandum provides additional instructions on recently issued DFARS requirements implementing Central Contractor Registration (CCR). Departmental Letter 98-008, issued March 31, 1998, amended DFARS 204, 212 and 252 by requiring contractor registration in the DOD CCR database prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement resulting from a solicitation issued after May 31, 1998. The final rule (DFARS Case 97-D005) was published in the Federal Register (Vol. 63, No. 61) on March 31, 1998.

The purpose of this requirement is to ensure compliance with the Debt Collection Improvement Act of 1996 and to increase visibility of vendor sources for specific supplies and services and their geographical locations.

Major requirements include the following:

- **Contractor:** Registration in the CCR database in order to be eligible for award of a DOD contract after May 31, 1998.
- **Contracting Officer:** Prior to making a contract award, the contracting officer must verify that the prospective awardee is registered in the CCR database. Verification of registration may be accomplished by calling **1-800-841-4431, commercial 1-616-961-5757, or DSN 932-5757 (or via Internet: <http://ccr.edi.disa.mil/ccr/cgi-bin/status>**. The DUNS number, required by FAR 4.602(d) should be used to verify contractor registration.

Enclosure 1 provides detailed procedures for verifying vendor registration. You are encouraged to issue an advisory notice to local contracting officers based upon this guidance. Point of contact for this action is Esther Morse, 703-681-1040 (DSN 761).


Edward G. Elgart
Acting Deputy Assistant Secretary of
Army (Procurement)

Enclosure

**CENTRAL CONTRACTOR REGISTRATION (CCR)
VENDOR REGISTRATION VALIDATION PROCEDURES**

These procedures define the two methods for determining whether or not a vendor is registered in CCR and if not, how to register. The CCR query methods are either, the Interactive Voice Response System (IVR) or the World Wide Web (WWW) home page.

1. Interactive Voice Response System

a. Required Vendor information: DUNS number

b. Query Procedure:

1). Dial into the IVR System using one of the telephone numbers below.

	DSN (Gov't)	Toll Free	Commercial
Telephone Numbers	932-5757	(800) 841-4431	(616) 961-5757

2). Enter the vendors' DUNS number via the telephone keypad after the voice prompt. If the vendor is using a DUNS+4 number, press "0" to reach a technician who will assist in checking the registration status. Assistance is also available at (888) 227-2423.

3). The DUNS number that is entered will be read back; a prompt will ask that the DUNS number entered be validated. If the correct DUNS number was entered, **validate by pressing "1"**. If the number read back is not the desired DUNS number, press "2" and re-enter it via the keypad.

4). After validating the DUNS number, Step 3, the IVR will read back the correct DUNS number with a message stating one of the following:

- a). The vendor IS registered in CCR and the vendor's CAGE code is " ".
- b) The vendor IS NOT registered in CCR.

5). To perform additional IVR queries, press "2" and enter the next DUNS number.

2. World Wide Web

a. Required Vendor information: DUNS number or CAGE code

Note: Vendor name can be used for a World Wide Web query, but a faster match will be made with a DUNS number or CAGE code search. The difficulty of using a vendor name to query CCR is getting an exact match with the information in the database considering possible variations in capitalization, spelling, punctuation, use of abbreviations, etc.

b. Query Procedure:

1). Access the World Wide Web home page address: <http://ccr.edi.disa.mil/>.

2). Click on the PUBLIC QUERY button. The PUBLIC QUERY screen will appear.

3). Enter search criteria (i.e., DUNS number, CAGE Code, company name).

4). Click on the SEARCH button.

5). The query results will be displayed. If the search matches the company with the corresponding search criteria, the vendor is registered in CCR. If the search does NOT match the company with the corresponding search criteria, the vendor may not be registered in CCR (see note above regarding the use of vendor name).

6). To obtain additional details about a registered vendor (e.g., address and point of contact), click on the DUNS # button.

7). To continue searching for other vendor's registration status, delete the previous search criteria, enter new criteria and click on the REVISE QUERY button.

c. Vendor CCR registration Procedure:

1). Access the World Wide Web home page address:

<http://ccr.edi.disa.mil/>.

2). Complete the registration form by following the instructions on the screen.

a). A DUNS number is a mandatory data element for registering and this number can be obtained; a) Electronically by completing the form at <http://www.dnb.com/aboutdb/dunsform.htm> or b) by FAX by calling (800) 333-0505 for the appropriate FAX number.

b). A CAGE code is another mandatory data element for being registered in the CCR. A CAGE code can be obtained from the Defense Logistics Service Center (DLSC) by contacting Customer Service and making menu selections at (888) 352-9333, FAX (616) 691-5305, or E-mail dlsc-cso@dlsc.dla.mil/. If registration forms for USA companies are submitted without the CAGE code, one will be assigned.

3). If desired, instructions are also included on the screen for completing the CCR registration form and faxing to the appropriate Registration Assistance Center (RAC). The RAC number can be obtained by calling (888) 227-2423.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

18 MAR 1998

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Written Acquisition Plans for Certain Security Assistance
Procurements

I hereby grant a class deviation to DFARS 207.103(c)(i) and waive the requirement for written acquisition plans for security assistance procurements when the direction of the foreign customer has the effect of requiring the use of other than competitive procedures or the procurement is for an item of standard Army materiel.

This class deviation applies only to the requirement to prepare written acquisition plans. Program managers and contracting officers shall continue to perform acquisition planning as appropriate to a particular procurement. Some elements of a written acquisition plan, as required by the FAR or DFARS, implement statutes or DoD requirements. Evidence of consideration of these elements shall be included in the contract file.

This deviation authority is assigned number 98-DEV-2 and is granted pursuant to Director of Defense Procurement memorandum dated September 30, 1997, Subject: Extension of Test—Waiver Authority, and shall remain in effect until March 15, 2000.

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
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Arsenal, AL 35898-5280
U.S. Army Materiel Command Acquisition Center, ATTN: STEAA-AE, 4118
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OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

78 MAR 1998

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Class Deviation to DFARS 207.103; Written Acquisition Plans for Development Acquisitions

Authority to deviate from the dollar threshold requirement of DFARS 207.103(c)(i)(A), as set forth below, is hereby granted.

Written acquisition plans will be required for acquisitions for development, as defined in FAR 35.001, when the total cost of all contracts for the acquisition program is estimated at **\$30 million** or more for all years or **\$15 million** or more for any fiscal year.

While the threshold for written acquisition plans for acquisition of development is raised, the policy set forth in FAR 7.102 is still applicable. That is, there shall be an integrated planning effort that addresses the Army's needs and insures they are met in an effective, economical and timely manner. The extent, detail and documentation of this planning effort should be commensurate with the size, complexity and importance of the proposed acquisition.

This deviation authority is granted pursuant to Director of Defense Procurement memorandum dated September 30, 1997, Subject: Extension of Test—Waiver Authority. This authority shall remain in effect until March 15, 2000, and is assigned number 98-DEV-3. Records must be maintained regarding the effects of implementing this deviation (e.g., average cycle time reduction, resource savings or other benefits).

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

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